

SCORING METHODOLOGY – FIRE STRATEGY CONSULTANT TENDER

Evaluation

- 7.1 The Contract will be awarded on the basis of the most economically advantageous Tender to the Horniman Museum and Gardens (HMG). HMG's decision to accept or reject a Tender will be in accordance with the Public Contracts Regulations 2015, as amended, the provisions of the Local Government Acts 1988 and 1992 and the various Regulations and Guidance issued thereunder.
- 7.2 Prior to evaluating the Tenders, HMG will carry out an initial review to confirm completeness and compliance with the Tender requirements and may, at its discretion, reject a Tender which is incomplete and/or non-compliant.
- 7.3 HMG has established an evaluation methodology and will be carrying out the evaluation of Tenders by applying the methodology set out in this document.
- 7.4 The evaluation criteria for this Procurement are set out in Table 2 below.
- 7.5 In Table 2 below, the overall weighting column shows the total weighting available for each of the evaluation criteria; the sub-headings weighting column shows the maximum marks available that will make up the overall weighting.
- 7.6 Cost is attributed a score out of 300 using a qualitative formula, making up 60% of the overall score.
- 7.7 All other criteria will be assessed qualitatively using the scale shown below in Table 1. Each of these criteria will be scored out of 5 and multiplied by the attributed weighting. The points will be awarded as follows:

Table 1 – Qualitative Scoring Guide

Points	Methodology
5	Very good response against the requirements of the project and exceeds HMG's expectations in major areas.
4	Good response against the requirements of the project and meets HMG's expectations in all material respect.
3	Response meets an acceptable standard in all material respects but falls short of HMG's expectations and/or has minor impact on cost and/or minor risk transfer to HMG.
2	Poor response which fall short of meeting an acceptable standard in some respects and/or fall short of HMG's expectations and/or has a material impact on cost and/or material risk transfer to HMG.
1	Very poor response which fails to meet an acceptable standard in some material respects and/or which fails to meet HMG's expectations in major areas and/or has a significant impact on cost and/or significant risk transfer to HMG.
0	No response submitted or a substantially incomplete response submitted or a response which cannot be accepted by HMG

HMG reserves the right to hold clarification and value engineering meetings with Tenderers and invite the relevant project lead to attend such meetings if required.

7.8 Tenders that do not contain all complete and correct information (including supporting evidence for evaluation purposes) may be rejected by HMG. HMG does not undertake to award the Contract to the lowest priced or any tender, and reserves the right to cancel or withdraw the Procurement at any stage; and/or not to award a Contract.

7.9 Whilst HMG have issued a scoring matrix, HMG fully reserves the right not to be bound by this in awarding the contract.

8. Award of Contract.

8.1 Following the evaluation process, if required, interviews will be undertaken with the highest scoring appointable companies and responses analysed. Following interviews (if deemed necessary) HMG will make a recommendation to award the contract through its internal governance procedures.

8.2 Once approval to award has been obtained, HMG will send letters via email to all those suppliers who submitted a tender to advise:

- whether your bid has been successful or unsuccessful;
- how to request feedback for unsuccessful bids

Table 2 - Evaluation Criteria

Evaluation Criteria	Sub Headings	Sub Headings Weighting	Overall Weighting	Evaluation
Cost		Total of 300 marks	60%	Completed Pricing Schedule
Quality:	<ul style="list-style-type: none"> - Comprehensive Programme. - Completed quality questionnaire. 	Total of 200 marks	40%	Tender Document
Financial Stability	Financial appraisal via Creditsafe, including credit score rating, balance sheets, P&L etc.	Pass/Fail		Financial Checks

Table 3 – Quality Questions, maximum word count and quality assessment weighting, equalling a maximum of 40%.

No.	Question	Guideline Word Count	Weighting = 40% of total score
1	Resource & Experience: <ul style="list-style-type: none"> - Provide details on your proposed survey methodology and how you will put together the fire strategies. - Provide details on what concurrent work your company has on when delivering this project. - Provide details of any fire safety accreditations your company has. - Detail makeup of team <u>actually</u> undertaking the work. - References from three recent relevant projects. (as appendices) covering where applicable: <ul style="list-style-type: none"> o Historic building fire strategies. o Retrospective Fire Strategies. o Collection Storage sites. - Include CVs for key individuals (as appendices) 	500	35%
2	Quality Control & Examples of previous surveys and fire strategies: <ul style="list-style-type: none"> - Please Provide; - Your quality assurance methodology for fire strategies and surveys. - At least one example of a complete fire strategy produced for an equivalent site. Limited redactions are acceptable where appropriate. 	500	25%
3	Sustainability: The Horniman has declared a climate and ecological emergency. Please read our manifesto here to understand our priorities. Please provide specific information on the sustainable management of the surveys and your organisation and specific actions you currently take. Including: <ul style="list-style-type: none"> - Reducing and recycling waste. - Reducing the carbon impact of your companies work. - Evidence of a sustainable supply chain. - Provide details of any relevant accreditation for your company, or measures being taken to reduce your company's climate impact. 	500	15%
4	Programme: <ul style="list-style-type: none"> - A detailed programme for the works with critical path and associated information required, noting any assumptions or dependencies. 	N/A	25%

9. Compliant Bid

9.1 A compliant bid must include the following:

- Form of Tender duly signed
- Pricing Document fully priced and arithmetically accurate.
- A detailed programme for the works with critical path and associated information required.
- Evidence of your insurances, VAT registration and UTR - Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy
- A completed set of quality assessment questions.
- Both paper and digital tender submissions must be received by their associated deadlines, as stated in the tender invitation.

9.2 You are welcome to submit any additional supporting documentation relating to the evaluation criteria listed in table 2 to support your tender bid.